



MASTER BUSINESS LICENSE PROGRAM

BUSINESS LICENSE CENTER

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

941 North Capitol Street, N.E. Washington, D.C. 20002

(202) 442-4311

INSTRUCTIONS FOR A HOTEL BUSINESS Master Business License A

A Hotel is any building or part of a building where not fewer than thirty (30) habitable rooms are reserved exclusively for transient guest, and where meals are prepared in a kitchen on the premises by the management or a concessionaire of the management to be eaten in a dining room accommodating simultaneously not less than thirty (30) persons (which dining room shall be communicating with the lobby).

Please read and follow these instructions carefully.

A correctly completed Master Business License application is critical to expedite the issuance of your business license. All responses are to be printed clearly in English.

1. A Corporation, Limited Liability Company or Partnership doing business in the District of Columbia must be in good standing. For additional information, call (202) 442-4430 or visit the Business Service Center on the 1st Floor, Room 1100.
2. A Certificate of Occupancy is required for a Hotel. For additional information, please call (202) 442-4567 or visit the Permit Issuance Branch on the 2nd Floor, Room 2300.
3. If not already registered, you are required to register for D.C. Business Tax with the Office of Tax and Revenue. You must complete and file a Combined Business Tax Registration Application (Form FR 500). For additional information, please call (202) 727-4829 or visit the Tax Customer Service Center that is also located at 941 North Capitol Street, N.E., Washington, D.C. on the 1st floor, Room 1110.
4. A current health inspection is required from the Department of Health. This office is located at 51 N Street, N.E. or call (202) -535-2500.
5. Any non-resident of the District of Columbia must complete and have notarized a Resident Agent Appointment Form.
6. Applicants must complete a Clean Hands Certification Form.
7. Bring your completed application to the Business License Center for processing. For additional information, please call (202) 442-4311.

The license fee is one hundred forty-six dollars (\$146.00) for a two-year period. Once your application has been processed, your payment is to be taken to the cashier on the

1st floor. Payment may be in the form of: cash, check, money order or credit card (Master Card, Discover, and American Express). All checks and money orders are to be payable to the D.C. Treasurer.

THE D.C. MUNICIPAL REGULATIONS, TITLE 14, CHAPTER 13 REGULATE THESE PROVISIONS.

Thank you for your interest in conducting business in the District of Columbia.

NOTICE

TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1639